



STATE OF CONNECTICUT

OFFICE OF STATE ETHICS

September 10, 2007

Dear Prospective Bidder:

The following questions have been asked of the Citizen's Ethics Advisory Board (CEAB or Board) of the Connecticut Office of State Ethics (OSE) in response to the Request for Proposal (RFP) mailed to you on August 27, 2007. When a question is asked from a prospective bidder, the answer(s) must be shared with all prospective bidders involved.

- **Question # 1 (as taken from an email):**

".....detail our fee structure to determine whether or not our services meet the needs of your organization. Our standard fee is 1/3 of the successful candidate's first year's cash compensation (base + bonus), plus up to 12% in indirect expenses; or, a minimum fee of \$75,000, in some instances. Appropriate assignments, therefore, are for roles starting at approximately \$225,000. Exceptions may sometime be made, for cause".

(A) The Board has not yet defined a specific budget for the search process. Potential search firms should recognize, however, the inevitable limitations of a State agency's financial resources. The salary range for the Executive Director of the OSE is between \$92,000 and \$142,000 depending upon experience, skills, and length of service to the state.

- **Question # 2 has several questions (as taken from mailed letter):**

- What is the base compensation range for the position?

(A) \$92,000 - \$142,000 depending upon experience, skills, and length of service to the state;

- Is the position eligible for any type of incentive bonus? If so, what is the bonus target?

(A) The position is not eligible for any type of bonus.

- Will relocation assistance be provided or offered if required? What are the details of such a relocation plan?

(A) There is no relocation assistance provided.



STATE OF CONNECTICUT

OFFICE OF STATE ETHICS

- Appendix A – Estimated Cost States:_____ Explain submitted by:_____ Please clarify this question or is it two questions?
(A) Appendix A-1 is the section where cost must be explained by filling in the blanks allotted for each section. This is considered one appendix.
- Please clarify the reference to the Connecticut Lottery Corporation.
(A) Reference should be made to the Office of State Ethics instead of the Connecticut Lottery Corporation.
- As there is no space on the document to answer this question, is it acceptable to answer it on a separate sheet? Does that sheet require notarization?
(A) Appendix A-3 “Campaign Contribution Certification requires a notarization. Please notarize any necessary attachments to the question as your signature also requires notarization.

If you have any further questions, please contact me at any time at:

Christine.Vieira@ct.gov ~or~

860-566-4472, ext # 412 ~or~

Christine Vieira, Clerk, CEAB
18-20 Trinity Street, Suite # 205
Hartford, CT 06106

Sincerely,

Christine Vieira
Clerk to the Citizen's Ethics Advisory Board